

**December 19, 2012**

**The Board of Commissioners held its regular meeting December 19, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of October 17, 2012**
- 4. Public Comment/Resident Concerns**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 7. RFP**
  - Review and Approval of Security Services**
- 8. RI State Open Records Law Changes for Distribution and Review**
- 9. VFW – Update / Discussion**
- 10. 2013 Meeting Dates for Review and Approval**
- 11. Adjournment**

**The meeting was called to order at 5:35pm by Chairman, Cornelius Flynn.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

| <b>Present</b>                                       | <b>Absent</b>                       |
|--|-------------------------------------|
| <b>Cornelius Flynn, Chairman</b>                     | <b>Julio Castillo, Commissioner</b> |
| <b>Lucia DaGamma-Therriault, Vice Chairperson</b>    |                                     |
| <b>Gladys Burns, Commissioner</b>                    |                                     |
| <b>Paul Charette, Commissioner</b>                   |                                     |
| <b>Ray Marcaccio, Attorney</b>                       |                                     |
| <b>Tina Sullivan, Executive Director</b>             |                                     |
| <b>Paula Llera-Delgado, Administrative Assistant</b> |                                     |

**Others in attendance**

**Bill Aunchman, Maintenance Supervisor**

**Approval of Minutes:**

**Chairman Flynn asked if there were any questions or concerns**

**regarding the minutes of 10/17/2012.**

**There being no questions or concerns a motion was made by Commissioner Burns to approve the meeting minutes of 10/17/2012, the motion was seconded by Commissioner Charette and carried by all present.**

### **Public Comment/Resident Concerns**

**Chairman Flynn welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Flynn asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Flynn moved to the next topic on the agenda.**

### **Executive Summary**

**Executive Director Sullivan explained to the board that the Authority will be receiving a check from T-Mobile for the usage of electric on the roof top of the Forand Manor in the amount of \$56,640. Additional funds also came in from HAI/Risk Management totaling \$804.00.**

**Executive Director Sullivan explained following grants that the Authority has applied for.**

**HUD Security Grant – The grant was successfully submitted October 22nd. The Authority will be applying for additional and upgrades to the current camera and security system as well as lighting for the**

**exterior of the buildings.**

**DEA Grant – The Grant was submitted 12/14/12. This grant will assist with paying for security details at each development.**

**The PH department is busy working on their goals and objectives; new, updated move in packets, resident file checks for an upcoming private audit, applying the NCIS process, HTVN and other trainings, improving work order and waiting list procedures and diligently making consistent headway with increasing and organizing the waiting list.**

**Executive Director Sullivan explained that the housing authority is in the process of evicting a few residents due to smoking. The Authority's legal counsel is working on the issue, and management has been working aggressively on this issue as there are many residents ignoring the policy.**

**The Nationwide Criminal background screening process has been in existence now for a few months. Executive Director Sullivan explained that the process is moving smoothly for both Public Housing and Section 8 Department.**

**Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion**

**was made by Commissioner Charette to accept the Executive Summary, seconded by Commissioner Burns and passed by all present.**

## **Consent Agenda**

**Executive Director Sullivan briefly explained each monthly report by department. All departments are operating smoothly, only a few issues to bring before the board.**

### **Public Housing:**

**Bed Bugs – There are currently no bed bug issues at either development. There has been reports of mice at Wilfrid and is being addressed by the Authority Pest Control Company.**

**Section 8 Department: SEMAP (Section 8 Management Assessment Plan) - The Section 8 Department has successfully submitted its annual SEMAP report to HUD.**

### **Maintenance Modernization:**

**Cyclical Painting Project: Maintenance began painting one apartment per month at each Development.**

**Executive Director Sullivan spoke about some upcoming**

**RFP/Projects that will proceed throughout the upcoming year for the housing authority at each site funding will come out of Capital Funds:**

**Forand Manor**

**Trash Chutes: Murphy Specialty replaced all trash chute doors have been replaced and the new compactors installed.**

**New Doors: Lizotte Glass will replace/repair Door and Door Frames: Doors (1) maintenance entrance door, (2) emergency doors, (2) entry doors and repairs to (6) handicap accessible entrance doors.**

**Phone/Intercom System: To be upgraded.**

**Painting of Common Areas - Painting of all hallways**

**Floor Tile Replacement - Replacement of the hallway floor tiles on each floor.**

**Installation of tub and wall surrounds in several apartments.**

**Forand Annex:**

**DaneTech has signed a contract on 10/9/12 to replace all door locks. Installation should begin late December 2012/early January 2013.**

**Executive Director explained that RISE has partnered with Authority with efforts to save the Authority monies by going energy efficient. It has been agreed upon that RISE will replace all outside lighting with LED lights at no cost to the Authority.**

**After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve.**

#### **Wilfrid Manor**

**Trash Chutes: Murphy Specialty replaced all trash chute doors have been replaced and the new compactors installed.**

**New Doors: Lizotte Glass will replace/repair Door and Door Frames in the (1) boiler room entry door, (1) roof door, and (2) emergency doors.**

**Circulator Pump Replacement – Project will begin in the spring.**

**Heat Boilers/Hot water Boilers - The project will be bid in midyear and installed in the spring 2013.**

**Painting of Common Areas - Painting of all hallways**

**Floor Tile Replacement - Replacement of the hallway floor tiles on each floor.**

**There being no further questions, Commissioner Charette made a motion to accept the consent agenda, seconded by Commissioner Burns and passed by all.**

### **Bid Award Review and Recommendations: Security Service Contract**

**The Executive Director provided the Board with information regarding the bid for Security Services. Executive Director Sullivan suggested to go with the lowest bidder Command Security, the company currently services CFHA, and is highly recommended based on past and current experience.**

**After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions Chairman Flynn asked for a motion to accept and approve the Bid for Security Services. Commissioner Burns made a motion to approve the contract, and award the security contract to Command Security Service. Seconded by Commissioner Charette and passed by all.**

**VFW – Executive Director Sullivan briefly updated the board with information on the VFW process. Barbara Sokoloff has provided a draft proposal for the site, and would like the board to schedule a**



**special meeting to discuss plans, and the options that the CFHA has. Board agreed to schedule a special meeting with in the next two months.**

**Miscellaneous: Executive Director Sullivan supplied the board with updated information regarding the RI State Open Records Law Changes and also 2013 CFHA BOC calendar of meeting dates and times, and a list of upcoming conferences for 2013. A Ethics training was held for all staff members in the month of November 2012.**

**There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Charette and seconded by Commissioner Burns to adjourn the meeting at 6:40 pm. The motion was carried by all.**